



LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS  
7500 ODAWA CIRCLE, HARBOR SPRINGS, MI 49740

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TRIBAL COUNCIL TRAVEL REPORT NARRATIVE

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**From:** Winnay Wemigwase

**Date:** August 21, 2012

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**Re: "How to Write Effective Policies & Procedures"- Traverse City, MI**

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Gladly, I have found that the duties of Tribal Council require many skills that I have experience with either as a teacher or as an LTBB tribal government employee for nine years. One of those skills is writing policies and procedures; but my prior experience has been limited. When I worked for the tribal government, one of the most frustrating things was the lack of written policies and procedures at ALL levels. At one point, I was able to help obtain a grant to get policies drafted for my department. We had an excellent and well-educated contractor that spent hours helping us develop those policies; however, the last time I saw them was when they went for approval. The other experience I had with policies and procedures was as part of the committee that worked on the employee handbook. Recalling both of those experiences, I was excited when I saw the announcement for the training in Traverse City, Michigan. I have

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attended Skill Path Trainings before and have always been impressed with the instructors and their concise format. My positive opinion of their programs is even more so after this most recent seminar.

The seminar was effectively fast-paced and the instructor was lively. We used a workbook and another book titled, “Effective Business Writing.” The content was organized under nine main topics: Understand What Makes Policies and Procedures Work, Get Off to a Quick Start, Write With New Clarity and Ease, Feel Confident You’ve Cut Legal Liability to a Minimum, Improve Readability With Proven Design and Graphics Tools, Take Charge of the Implementation Process, Diplomatically Handle All Kinds of Resistance, Maintain Order as You Update and Revise and, lastly, Do’s and Don’ts When Bringing Policies and Procedures On-line. Under each of these umbrella “tips,” there were sub-topics, examples and exercises to assist us in remembering the information and to help us develop writing skills based on best-practices. There are so many useful sub-topics in our workbooks that I can’t list them all here. Some of them were, What Good Policy and Procedure Writing is Really All About, in the End; Signs that an Informal or “Unwritten Rule” is No Longer Working; Advice for Writing a Policy or Procedure You Don’t Agree With; Is Your Document Designed for Readability; and, What Can Happen When You Skim Over the Critical Research Stage, with at least a dozen more helpful tips and self-directing questions.

I feel so fortunate to have been able to attend this training. As stated previously, I know the feelings of frustration that come from a lack of policy and procedures. Having the honor of serving on Tribal Council, I see one of the most important jobs we have is making things better;

which leads to benefits like cost savings and better services for our citizens. I have begun to try my hand at drafting policies and procedures for Tribal Council and the Legislative Branch. In conjunction with the invaluable assistance from our Legislative Services Attorney and Legislative Branch Staff, I intend to do my part in the continued improvement to our governmental operations.

Respectfully submitted by,

Winnay Wemigwase